

## STUDY OF AN OCCUPATION

This study must be completed and submitted to the college coordinator before credit will be given for the internship training.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Job title being studied: \_\_\_\_\_

Name of business: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of business: \_\_\_\_\_

### INFORMATION TO BE OBTAINED BY THE STUDENT ABOUT THIS OCCUPATION:

1. Qualifications needed to work in this particular business as an employee:

A. Education: \_\_\_\_\_ High School \_\_\_\_\_ Vocational School  
\_\_\_\_\_ College \_\_\_\_\_ Other

B. Special skills and abilities: \_\_\_\_\_  
\_\_\_\_\_

C. Previous work experience: \_\_\_\_\_  
\_\_\_\_\_

D. Physical abilities: \_\_\_\_\_  
\_\_\_\_\_

E. Leadership and supervisory abilities: \_\_\_\_\_  
\_\_\_\_\_

F. Age (minimum and maximum): \_\_\_\_\_

G. Other qualifications: \_\_\_\_\_  
\_\_\_\_\_

2. Employment opportunities in the industry for this occupation:

A. Number of positions in the occupation locally: \_\_\_\_\_

**STUDY OF AN OCCUPATION (continued)**

B. Amount of turnover in this profession every year: \_\_\_\_\_

Reason for: \_\_\_\_\_

C. Anticipated need for people in this occupation in the future: \_\_\_\_\_

3. Opportunities for advancement:

A. Within the business: \_\_\_\_\_

B. Within the industry: \_\_\_\_\_

C. Related occupations (specify): \_\_\_\_\_

4. Salary and wage:

A. Entry Level wage for skilled: \_\_\_\_\_ Unskilled: \_\_\_\_\_

B. Maximum wage for skilled, experienced employees: \_\_\_\_\_

C. How wages are determined: \_\_\_\_\_

5. Employee benefits for this occupation:

Wage and hours laws: \_\_\_\_\_

Workman's Compensation: \_\_\_\_\_

Unemployment Compensation: \_\_\_\_\_

Retirement plan or Social Security: \_\_\_\_\_

Labor Unions: \_\_\_\_\_

Profit Sharing: \_\_\_\_\_

Bonus plan: \_\_\_\_\_

Medical and Dental Insurance: \_\_\_\_\_

**STUDY OF AN OCCUPATION (continued)**

Vacations and Paid time off: \_\_\_\_\_

Group Life Insurance: \_\_\_\_\_

Other benefits: \_\_\_\_\_

6. Initial cost (uniforms, bond, equipment, tools, etc.):

Items and Cost: \_\_\_\_\_

\_\_\_\_\_

7. How to apply for this job: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. List of tasks and duties performed each year: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Working conditions (in shop, outside, hot, cold, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. List additional conditions which may be special or unusual: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_